

AdjutanGeneral's Department

8/19/2013

YOUR DIRECT LINK TO State Vacancies

POST &/or
Distribute

- Postings have a direct link to the On-line Kansas job site where the job description and application information is provided.
- **APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE FOR CONSIDERATION.**
- **All positions require a security check.**
- Wages listed on the website are the minimum starting wages & do not reflect present employee promotion or transfer pay rates.

<i>Open to:</i> <i>1-Present State employees of TAG Dept</i> <i>2-All State employees'</i> <i>3-Public</i>					
Location	*Open	Position	Title	Department	Closing Date
Topeka	1,2,3	Unclassified Full-time	Custodial Specialist https://www.da.ks.gov/ps/pub/reginfo.asp?id=175302	CFMO	Aug 26, 2013
Topeka	1,2,3	Unclassified Full-time	Electronic Technician https://www.da.ks.gov/ps/pub/reginfo.asp?id=175323	CFMO	Sept 2, 2013

To view online announcements directly from the electronic document, press control and click on the blue web link provided, or cut and paste the link into your browser's address bar. Complete position descriptions are available for all jobs from SHRO. You may also visit www.jobs.ks.gov and search by vacancy number for positions open to categories 1,2,3.

Custodial Specialist Construction Facilities Maintenance Office, Topeka, KS

Job Summary: Full time, unclassified with benefits, state position, \$11.21 to \$15.13 per hour commensurate with experience. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m. All application must be received by the closing date of 8/26/2013.

Job Description: Employee will perform general custodial duties in but not limited to the following categories:

- Sweeps tile, wood or concrete floors, stairways, landings, porches and entry slabs
- Stripping of floors
- Clean Sinks and drinking fountains
- Thoroughly clean water closets
- Replenish latrine supplies
- Unclog any stopped drain line if possible
- Change light bulbs
- vacuum carpeted areas
- remove trash
- mop floors

Minimum and Preferred Qualifications: Requires a high school diploma or equivalent and two (2) years' experience in building custodial and grounds keeping maintenance, 6 months experience in minor building or equipment repair or successful completion of a vocational trade school may be substituted for 1 year of experience. Physical ability to lift and move objects weighing up to 50 pounds is required.

PLEASE NOTE: In order to be qualified for this and any position with the Kansas Adjutant General's Department, the applicant MUST MEET THE MINIMUM QUALIFICATIONS for the position. These qualifications MUST BE IDENTIFIED on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position.

IMPORTANT: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

NOTE: On-line application and listing of other State Vacancies are available on the Internet, www.jobs.ks.gov

Electronic Technician
Construction Facilities Maintenance Office, Topeka, KS
The Adjutant Generals Department

Job Summary: Full time, unclassified with benefits, state position, \$17.39 per hour commensurate with experience. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m. All application must be received by the closing date of 09/02/2013.

Job Description: Include but not limited to the following categories:

- Travel statewide to maintain and repair a variety of monitoring, security, and alarm equipment to include but not limited to ultrasonic motion, passive ultrasonic, audio, vibration, passive infrared, closed circuit television, fire alarm, and microwave detection devices, temperature sensors, temperature recorders and energy consumption metering devices.
- Assist Electronic Team Leader in the Electronic Security Program Administration, record keeping and specifying, researching, and procuring all equipment and supplies necessary to facilitate the installation of new systems.
- Perform all procedures necessary to bend and hand electrical conduit. This includes the use of various tools such as masonry drills and conduit benders. Pull necessary wiring through conduit and correctly connect to system components.
- Program the installed alarm control panel to properly provide the required protection to weapons vaults and secondary areas.

Minimum and Preferred Qualifications: Graduation from an accredited two year technical school with major course work in electronics and one year experience in the repair, design, construction, and modification of electronic equipment and devices.

Previous ARNG-ILI ESS Program Certified Intrusion Detection System (IDS) Technician is beneficial. Equivalent technical training and certification will be considered.

Employee may be required on occasion to lift material up to 50 lbs., and may be required to return to work or work additional hours on occasion to include weekends in the event of an emergency situation. Employee must be able to travel to necessary schools and seminars as required. Skills in the use of tools and equipment associated with electronic detection and surveillance equipment systems.

PLEASE NOTE: In order to be qualified for this and any position with the Kansas Adjutant General's Department, the applicant **MUST MEET THE MINIMUM QUALIFICATIONS** for the position. These qualifications **MUST BE IDENTIFIED** on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position.

IMPORTANT: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

How to Apply:

The application process has 4 STEPS

STEP 1: Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm> (Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

STEP 3: Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

STEP 4: Submit additional documents such as Declaration of Employment Form, cover letters, resumes, transcripts, and/or certifications by e-mailing them to janice.l.harper5.nfg@mail.mil. Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement.

NOTE: Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.